

COMPTON DANDO PARISH COUNCIL

PRESENT: D Drury (DD) (Chair), P Paget (PP) (Vice- Chair)), A Dawes (AD), H Maggs (HM) (Part of the meeting), C Willows (CW), Davis (JD), T Butler (TB), S Davis (Ward Councillor), S Smith (Clerk) and 3 members of the public

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

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 19th January 2016 IN COMPTON DANDO PARISH HALL

1. **APOLOGIES FOR ABSENCE:** Cllr H Maggs notified us of a late arrival.
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

Standing orders were dropped for John White who spoke on behalf of the planning application **15/05792/FUL Manor Farm Chewton Road Chewton Keynsham Bristol** (Erection of rural worker's dwelling ancillary to equestrian use and additional stabling), and asked for the support of the Parish Council.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 15th December 2015**
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 19/01/2016

Bank Reconciliation for 31st December 2015

The attached Bank Reconciliation was received and noted.

The Clerk requested that the Parish Council use direct debits for future payments to EDF (energy usage) and SSE Contracting Ltd (lighting maintenance), since invoices cannot always be paid within the time limits required as cheques can only be signed at the Parish Council meetings, and this may incur fines. It was RESOLVED that future payments should be made to EDF and SSE by direct debit (ACTION CLERK).

5.2 Schedule of Expenditure for 01/04/2015 to 30/12/2015

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

5.3 Parish Hall Payments for 19th January 2016

The Schedule of Accounts (as shown below) was approved and the cheques duly signed.

Cheque no.	Payee	Description	Amount
958	PG Coombs	Supply & fit baby changer	£216.00
959	K Webb	Postage stamps	£14.04
960	L Fox	Consumables	£14.98
961	K Bunyan	49 Club Prizes	£50.00

5.4 PURCHASE OF PARISH COUNCIL LAPTOP

The Clerk reported that the laptop had been purchased and was up and running. Microsoft Office Business software was purchased because the B&NES Council site licence did not extend to parish

councils. The business version provided Outlook as part of the software package and this was needed for the new email account being used to correspond with B&NES Council. A memory stick operating system back up had also been purchased (£35) because if the hard drive fails a new operating system would have to be purchased at a cost of over £100. It was decided that the 'KnowHow' computer insurance also purchased, by direct debit, should be cancelled (ACTION CLERK).

6. MATTERS ARISING to receive any available updates on matters arising from the last meeting

6.1 REMOVAL OF PEPPERSHELLS LANE AND CHEWTON KEYNSHAM FROM HGV SAT NAVS – UPDATE ALL MEMBERS OF THE PARISH COUNCIL

The Clerk reported that she had found internet links to contact the sat navs websites and had input the information relating to Chewton Bridge. She asked if anyone else could provide the information for Peppershells Lane for her to input, since she was not that familiar with the locality. (ACTION Councillor HM)

Councillor PP is hoping to have received a response from CPRE to be reported on in the February meeting.

6.2 PROTECTION OF THE GRASS IN QUEEN CHARLTON VILLAGE – UPDATE CW

Carried forward to February meeting.

6.3 SPAM ATTACKS ON THE PARISH COUNCIL EMAIL ACCOUNT – SET UP OF NEW EMAIL ACCOUNT

The Clerk reported that the new email comptondando-parishcouncil@outlook.com set up to correspond with B&NES Council was working well and no issues with spam attacks had occurred.

6.4 PAPERLESS PLANNING

The Clerk reported that she was waiting to hear back from Smart Computers with prices for portable and ceiling mounted projectors. The Clerk also reported that Amazon have portable projectors for just under £400. Apollo Technology were reported to provide a good service for projector installation so they will be contacted for a quote with the Clerk copied in (ACTION Councillor HM).

6.5 PARISH HALL STATUS

6.5.1 SOLE TRUSTEE

It was reported that Dick Whittington was drafting a new deed for the Parish Hall as a sole trustee. The Clerk reported that she had joined the SLCC network and through this was able to send a link of parish councils that were sole trustees to Dick, requesting that he makes contact with them on behalf of the Parish Council. Dick had agreed to do this.

6.5.2 OFFICIAL CUSTODIAN

Update for information purposes only - A custodian trustee has no role in managing the property.

6.5.3 CHARITABLE TRUST

The Parish Hall becoming a charity is a possibility for the future and will be discussed at future Parish Council meeting.

6.6 20 MPH SPEED LIMIT IN COMPTON DANDO

The Clerk reported that she had notified B&NES Council that the Parish Council supports their proposal for the 20mph speed limit restrictions in Compton Dando. It was decided that the Parish Council should not make any requests for changes in respect of the length of the 20 m.p.h. speed zone proposed at the current time.

7. MATTERS FOR DISCUSSION/DECISION

7.1 REQUESTS FOR INFORMATION FROM B&NES – APPROVAL BY THE PARISH COUNCIL BEFOREHAND OF ANY QUESTIONS PUT TO B&NES

It was reported that an individual Councillor can ask a case officer for clarification on a planning application or policy, and having done so they must 'declare an interest' in any related planning applications being discussed at a Parish Council meeting.

It was agreed that all Parish Councillors should be emailed by the Clerk for confirmation of approval of a question posed by an individual Councillor to be put to an officer of B&NES Council. From receipt of the question, Councillors have until noon the following day in which to respond with any comments, after which time the views of the majority who have responded will be forwarded as a question to the B&NES officer by the Clerk to the Parish Council.

7.2 TO APPROVE THE INTRODUCTION TO BE READ TO MEMBERS OF THE PUBLIC AT THE START OF A PARISH COUNCIL MEETING

This document was approved and duly signed by the Chair.

7.3 JOINT SPATIAL PLAN CONSULTATION COMMENTS

The comments received to date were read out and some modifications suggested. These will be collated with submissions yet to be sent to the Clerk by Councillors CW and PP. The collated version will be emailed before the deadline of Friday 29th January 2016 (ACTION CLERK).

An email was read out concerning the traffic situation in the location of Park Road in Keynsham, calling for a meeting to discuss the issue and the possibility of releasing Green Belt land to alleviate the problem. Councillor DD offered to attend if she receives an invitation to this meeting on Tues 26th January at 1.45 pm. It was felt that the traffic situation for the whole of the area needs addressing and not just one specific location.

In response to the email received from Simon de Beer of B&NES Council asking for two representatives to join the JSP Parish Working Groups, Councillors PP, CW and HM offered to attend the meetings. Two out of the three Councillors will attend depending on who is available on the days/times that the meetings are to be held.

7.3 BURNETT AS A CONSERVATION VILLAGE

It was RESOLVED to take the decision of Burnett becoming a conservation village to the village at the annual meeting in March. Brief information on the effects of becoming a conservation village will be provided in advance of the village meeting. Paula Freeland will be informed of this decision and thanked for her help (ACTION CLERK)

Burnett village will need to have a referendum on whether they want to become a conservation village and also if they want to pay for the character and analysis assessment.

7.4 DRAFT PLACEMAKING PLAN CONSULTATION – COMMENTS TO BE DISCUSSED

A concern was raised about the quarry at Queen Charlton being removed from the Local Plan. It was reported that it has now been put in the Placemaking Plan to protect it.

Only the section of the questionnaire relating to the 'Legal Compliance' and whether the plan is 'Sound' will be filled in and submitted before the 3rd February 2016 deadline (ACTION CLERK)

7.5 DOG WASTE BINS

It was reported that dog waste bins cost £150 per annum to be emptied, as well as the initial outlay. Due to the maintenance costs it was decided not to proceed with this.

7.6 NOMINATION OF AN EX-COUNCILLOR TO ATTEND THE ROYAL GARDEN PARTY ON 10TH MAY

Trudie Mitchell, the previous Chair of the Parish Council was nominated. Deborah White of ALCA will be notified and the application form sent (ACTION CLERK).

7.7 ASSETS OF COMMUNITY VALUE.

A meeting is to be organised for early February (ACTION CHAIR)

7.8 S137 GRANT FOR NEW GATE INTO THE CHURCHYARD AND REMOVAL OF CONDEMNED LIME TREES

It was reported that applying for a S137 Grant for non-religious items by St. Mary's Church complied with the regulations of the policy. The church warden has been informed.

8. PLANNING APPLICATIONS RECEIVED

8.1 15/05737/LBA The Manor Queen Charlton Lane Queen Charlton Bristol Bath and North East Somerset BS31 2SH

External alterations relating to Non material amendment to application 15/02500/FUL (Construction of proposed glazed screen, revised detailing to link building and removal of dwarf wall at well head)

The Parish Council SUPPORT the application and reiterate their previous comments.

8.2 15/05792/FUL Manor Farm Chewton Road Chewton Keynsham Bristol

Erection of rural worker's dwelling ancillary to equestrian use and additional stabling.

The Parish Council SUPPORT the application but feel that certain conditions should be made to address their concerns:

The majority of the building, although slightly higher is shadowed by the existing building, therefore would not have an adverse visual impact on the Green Belt (Policy GB2). The design and materials are satisfactory (Policy D2). There would be no detrimental effect to flora and fauna (Policy D2)

There are concerns, however, over the creation of additional traffic in Chewton Road by vehicles trying to access the site if the gate is kept locked. These vehicles are vulnerable on the side of the road. The Parish Council would like the access area to be splayed and a sliding gate installed. We feel the site needs to be manned on a 24-hour basis.

The Parish Council asks that any additional lighting above that which is mentioned in the current application, be applied for in an additional planning application.

There is concern over drainage, no details of how this will be dealt with are mentioned in the application documents. There has been a history of problems associated with run off from the site. Run off has contaminated the ancient water trough; storm water has flowed on to Chewton Road, and at temperatures like those we are currently experiencing the excess water could easily freeze and cause dangerous conditions on the road.

Finally, there is no clear provision for dealing with muck storage and disposal. This needs to be addressed.

9. NOTICE OF APPEAL

9.1 15/00092/HOUSE is an appeal against the REFUSAL of planning application **15/04134/FUL Pows Cottage Vicarage Lane Compton Dando Bristol** - an application to erect a garage.

10. DECISIONS

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

10.1 15/04450/FUL Cider House Chewton Road Chewton Keynsham Bristol

Erection a single bay car port to the front of property. WITHDRAWN

10.2 15/04511/FUL St Michael's Church Watery Lane Burnett

Erection of a WC onto the church. 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 LANE

An update had been received from the case officer, Corey Smith:

The prosecution case was reviewed by the legal team in September/October 2015 and handed back to the enforcement team for further revisions and additional witness statements (by all of the enforcement officers involved).

- The prosecution case has now been passed back to the legal team for final review and the PC will be notified once a decision has been made.

12. ITEMS FOR ACTION

12.1 THE OLD COACH HOUSE, BURNETT

No updates had been received following the request for information on whether the conditions of all the planning applications had been met.

13. CORRESPONDENCE FOR ACTION

- 13.1** An email received from Aurora Loi Wright, the Electoral Services Manager for B&NES Council, requesting that the **Notice of Referendum** for an elected Mayor in Bath be displayed.

This was noted and the Notice will be emailed for distribution and display.

- 13.2** An email from ALCA informing the Parish Council of their obligations with regard to provision of a staff pension scheme.

The Chair is to attend a training course arranged by ALCA on 3rd February 2016. The Clerk reported that she read a document which suggested that she did not have to have a pension because of her salary level. This document will be forwarded to the Chair for clarification at the training session.

- 13.3** An email was received from Deborah White of NALC asking if the Parish Council wished to be involved with the Queen's 90th Birthday celebrations by lighting a beacon.

It was decided that Councillors should consult with their individual villages and report back in February.

14. CORRESPONDENCE FOR INFORMATION

- 14.1 AN EMAIL RECEIVED FROM DAVID CATTANACH, NEWS AND MEDIA MANAGER FOR B&NES COUNCIL, STATING** - Due to a change in the way the Government calculates how much funding it allocates to each local authority, the reduction in the level of grant received by Bath and North East Somerset is significantly larger than had been anticipated.

Received and noted.

- 14.2 AN EMAIL RECEIVED FROM TIM RICHENS, CHIEF FINANCIAL OFFICER AND DIVISIONAL DIRECTOR FOR B&NES COUNCIL STATING** – The Tax Base for 2016/17 for calculating the Precept will be £283.58 and the Grant will be £230.00

Received and noted.

14.3 THE AGENDA FOR THE NEXT PCAA MEETING ON 26TH JANUARY 2016 WAS RECEIVED

Councillor CW, the PCAA representative, will be unable to attend the meeting. He will give his apologies.

15. REPORTS

15.1 PARISH HALL REPORT

The report is appended. The Parish Council wishes to thank John Dottridge and Chris Daubney for repairing the finger post sign.

15.2 VILLAGE UPDATES

A pothole on Hunstrete Lane, Woollard and pavement subsidence on the expansion joint of the Woollard Bridge and the pavement, were reported. Council Connect will be informed (ACTION CLERK)

Chewton Keynsham reported that – they would still like to have a 20mph limit in the village and have sent a report to B&NES Council. A traffic survey was done in December and the BANES officers are having a walkthrough the village on Monday, following which there will be a follow-up village meeting to discuss what can be done for traffic calming/slowng etc.

Came & Company the insurers for the Parish Council, have been notified of the Compton Dando village clean-up day on Sunday 7 February starting at 10 am outside the Compton Dando Parish Hall. They have confirmed that the activity is covered by the Parish Council's insurance policy.

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

16.1 LANDSCAPE AND TREES TRAINING REPORT BY COUNCILLOR PP

THE MEETING CLOSED AT 10.15 PM

Cheques to be paid

Description	Cheque No	Amount
CHEQUE DESTROYED	001264	0
Clerk's salary	001266	286.53
Clerk's Expenses	001267	0
SSE Contracting Ltd Oct to Dec 2015	001268	80.35
EDF 01 July 15 to 01 Dec 15	001269	174.32
CHEQUE DESTROYED	001270	0
CDPH FOR Charlton Contracting	001271	312
Chartax for CDPH accounts	001272	120
Clerk's Overtime S Smith	001273	164.37
SE Smith for laptop and Office Software	001274	592.52

Bank Reconciliation
Compton Dando Parish Council

Meeting Date: 19th January 2016

Prepared by: Clerk Susan Smith

Date:

13/01/2016

Approved by : Chair

Date:

19/01/2016

Bank Reconciliation Date: 31/12/2015

Bank Balance at Date: 13376.36

Unpresented cheques 2287.00

Bank Balance less unpresented cheques 11089.36

Cashbook Balance at Date 11089.36

Unpresented Cheques

Date	Description	Cheque No	Amount
15/12/2015	SLCC Membership	1256	77.00
15/12/2015	CDPH for Paul Griffin for decorat	1261	420.00
15/12/2015	CDPH for Dustin Time clean up	1262	200.00
15/12/2015	CDPH for Evans Building- skirting	1263	360.00
15/12/2015	CDPH for S. Coombes T/A	1265	1230.00

Unpresented cheques 2287.00

Financial Report
From
01/04/2015
To
19/01/2016

	Net	Vat	Gross	Budget	Variance	%Variance
Clerk's Salary	3310.26	0.00	3310.26	2980	330.26	11.08%
Clerk's Expenses	89.20	2.79	91.99	160	-68.01	-42.51%
Clerk's PAYE	42.40	0.00	42.40	0	42.40	
Audit Fees	300.00	60.00	360.00	350	10.00	2.86%
Donation	0.00	0.00	0.00	0	0.00	
S137	900.00	0.00	900.00	1050	-150.00	-14.29%
Grass Cutting	560.00	0.00	560.00	650	-90.00	-13.85%
Hall Hire	132.00	0.00	132.00	180	-48.00	-26.67%
Hall Refurb	3505.00	505.00	4010.00	0	4010.00	
ICO	0.00	0.00	0.00	35	-35.00	-100.00%
Parish Hall Insurance	1065.06	0.00	1065.06	1109	-43.94	-3.96%
Memberships and Subs	163.00	0.00	163.00	255	-92.00	-36.08%
Notice boards	36.00	0.00	36.00	0	36.00	
Mobile Top Up	50.00	9.21	59.21	0	59.21	
Postage	0.95	0.00	0.95	25	-24.05	-96.20%
Office Supplies	418.36	12.00	430.36	70	360.36	514.80%
Telephone Kiosks	47.58	9.52	57.10	200	-142.90	-71.45%
Street Light Electricity	188.51	9.41	197.92	545	-347.08	-63.68%
Street Light Maintenance	200.88	40.17	241.05	350	-108.95	-31.13%
Training	0.00	0.00	0.00	200	-200.00	-100.00%
Website	100.00	0.00	100.00	120	-20.00	-16.67%

Compton Dando Parish Hall

Monthly report to the Parish Council

November 2015

There is no news of any consequence to be reported this month.

The flood guards have been used in anger for a couple of periods since my last report: one night a week before Christmas when the stream threatened to breach its banks and again, for security, over the whole of Christmas week.

I am unable to report any further progress with snagging in the Hall but hope that the various items still outstanding will slowly disappear as Andy Dawes persuades the various trades back in to finish off.

Not related to the Hall but worth reporting to the PC is the matter of the directional finger post on the Millennium Green. I noticed that the finger that should indicate Corston and Bath (??) was broken off and lying in the grass at the foot of the post. It has been broken before and repaired by the addition of a bridging plate with two bolts joining the plate to the remaining stub. Before I rebolt it, Chris Daubney has kindly volunteered to repaint it.

John Dottridge
Chairman
15th December 2015