COMPTON DANDO PARISH COUNCIL

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

PRESENT: D Drury (Chair), A Dawes (AD), C Willows (CW), T Butler (TD), J Davis (JD), H Maggs (HM)

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

MINUTES OF A PARISH COUNCIL MEETING

HELD ON 19th DECEMBER IN COMPTON DANDO PARISH HALL

- 1. APOLOGIES FOR ABSENCE: Councillor PP and Councillors JD and TB for 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

4. MINUTES OF THE PREVIOUS MEETING HELD ON 21st NOVEMBER 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 19/12/2017

 Bank Reconciliation for 29/11/2017

The attached Bank Reconciliation was received and noted.

5.2 Schedule of Expenditure for 01/04/2017 to 19/12/2017

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

5.3 Parish Hall Payments for 19th December 2017

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

Chq. No	Payee	Description	Amount
1041	Compton Dando Parish Council	Insurance	£546.15
1042	BANES Public Protection	Lottery Registration	£20.00
1043	L Fox	Consumables	£25.37
1044	H Dottridge	Lottery Prizes	£50.00

5.4 TO APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2018 TO 2019

After consideration of projected expenditure, it was DECIDED that the maximum that could be awarded for the S137 Grant should be £1000.

The budget for the financial year 01 April 2018 to 31 March 2019 was APPROVED.

5.5 TO DECIDE ON THE PRECEPT FOR THE FINANCIAL YEAR 2018 TO 2019

It was DECIDED to set the Precept at £10,000.00.

Councillor TB arrived at 8.15 pm and Councillor JD arrived at 8.20 pm during discussions on setting the Precept.

5.6 CONTRIBUTION FROM CIL FUNDS FOR ONE OF THE NEW ROAD SIGNS FOR CHEWTON KEYNSHAM

The contribution required from the Parish Council is £1357.51 (inc.VAT). Funds to be taken from CIL monies in the PC account.

The Clerk will send the cheque to B&NES Council which will initiate the process (ACTION CLERK).

6. TO RECEIVE UPDATES ON PROGRESS OF RESOLUTIONS FROM THE CDPC MEETING HELD ON 21ST NOVEMBER 2017:

6.1 RIPARIAN WORK REQUESTS UPDATE- CLERK

The Clerk reported that during a meeting between Mr. Hasell, a resident of Queen Charlton village and herself, the sources of the issues had been discussed. It was also reported that Mr. Hasell has already organised for the work to be carried out.

Other issues leading to flooding problems were also mentioned by the resident and this information has been forwarded to Jim McEwen of the Drainage and Flooding department at B&NES Council.

6.2 FIRST REGISTRATION OF THE PARISH HALL WITH THE LAND REGISTRY UPDATE - CLERK

The Clerk reported that the original documents had been taken to FDC Law in Keynsham. The Clerk was informed that it was not possible to start work on the first registration immediately.

7. MATTERS FOR DISCUSSION/DECISION

7.1 TO DECIDE IF THE RESTORER FOR CHEWTON KEYNSHAM FINGERPOST FINGERS IS TO BE USED FOR THE RESTORATION OF THE MILLENNIUM GREEN FINGERPOST

Joe Nemeth charged £245 + VAT for the restoration of the Chewton Keynsham fingerpost. This amount covered materials and consumables, preparation and welding and painting. It did not include removal of the fingers, transport and installation as the residents did this themselves.

The cost of a template would be approximately £400.

The Clerk reported that Joe charges £55 per hour for labour and because he had no idea how difficult it would be to remove the fingers could not give an exact quote.

It was DECIDED to ask Joe to carry out the necessary work because of the high standard of work that he had done on the Chewton Keynsham fingerpost.

The Clerk will inform Joe (ACTION CLERK).

7.2 TO REVIEW AND APPROVE THE FINANCIAL POLICY

It was DECIDED to ADOPT the amended financial policy.

This will be uploaded to the Parish Council's website (ACTION CLERK).

7.3 TO COMPLETE THE APPLICATION FOR COMMUNITY EMPOWERMENT FUNDING

This is an amount of £290 that has to be matched with volunteer work or funds.

Details of the application were discussed. Should the funding be awarded, it will be combined with the money from Tesco Bags for Help to get the Millennium Green fingerpost restored.

7.4 TO DECIDE IF THE TELEPHONE KIOSK IN BURNETT CAN BE USED FOR THE INSTALLATION OF THE DEFIBRILLATOR AND THAT IT WOULD BE COVERED BY THE PARISH COUNCIL'S INSURANCE

Technical advice is being sought to ascertain if the telephone box is a suitable location.

This item is to be carried forward as there is currently no light in the telephone kiosk which would be essential in an emergency in order to read the instructions.

7.5 TO DECIDE IF THE PARISH COUNCIL WILL PAY FOR THE REDLYNCH JUNCTION WITH CHEWTON ROAD FINGER POST

It was DECIDED to pay for the restoration of the fingerpost out of the CiL funding. Clerk to inform Joe Nemeth and the residents of Chewton Keynsham (ACTION CLERK).

7.6 TO DECIDE IF THE FOLLOW UP RIPARIAN LETTER SHOULD BE SENT TO MR OSBOURNE

No work has been carried out to improve the drainage on Highwall Lane.

This item is to be carried forward.

7.7 TO DECIDE ON THE BEST WAY TO PROTECT THE AREA OF GROUND AROUND THE CORONATION TREE IN QUEEN CHARLTON

It was reported that help would be forthcoming from Resourceful Earth in the spring.

It was also reported that part of the problem was bikes coming down a by-way known as Coalpit Lane, which opens directly opposite the triangle. It was suggested that Sheila Petherbridge of B&NES Council should be contacted for help in the matter (Action Clerk).

8. PLANNING APPLICATIONS RECEIVED

8.1 17/05512/CLEU Warner's Farm, Chewton Road, Chewton Keynsham, Keynsham, BS31 2SS

Use of the land for the keeping, exercising and grazing of horses, and use of outbuildings for storage and as a livery (Certificate of lawfulness for an existing use)

The Parish Council support this application.

8.2 17/05890/TCA St Margaret's Church Queen Charlton Lane Queen Charlton Bristol Bath And North East Somerset BS31 2SH

T1. Yew - Cut branches 15 to 60cm, light prune to upper crown 15-30cm cuts.

T2. Yew - Crown lift height to 3m. Light pruning of tree.

The Parish Council support this application.

8.3 17/05312/FUL Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2SX

Internal and external alterations to the window and door positions of the permitted Coach House and to include first floor accommodation

The Parish Council support this application.

8.4 17/05313/LBA Chewton Place House Chewton Road Chewton Keynsham Keynsham BS31 2SX

Internal and external alterations to the window and door positions of the permitted Coach House and to

include first floor accommodation.

The Parish Council support this application.

- 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 17/05101/FUL Oakwood Barn Penn Hill Lane Queen Charlton Bristol Bath And North East Somerset

Erection of single storey rear extension and associated changes to rear fenestration. (CDPC supported November 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 teleponing 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 AN EMAIL WAS RECEIVED FROM SIMON DE BEER, POLICY & ENVIRONMENT MANAGER FOR B&NES COUNCIL, INFORMING OF A FULL COUNCIL MEETING ON 9TH NOVEMBER WHERE THE DRAFT JSP AND B&NES COUNCIL NEW LOCAL PLAN CONSULTATION DOCUMENT WILL BE DISCUSSSED

The JSP will be considered by the West of England Joint Committee on **Monday 30th October**. Subject to approval by the four councils, the public engagement on the JSP is due to run from **22 November until 10 January, 2018**. Following this engagement, the draft Plan, along with the feedback received, will be sent to the Secretary of State for examination.

The draft JSP can be found online on the West of England website.

The new Local Plan will provide more detail on the high level JSP proposals and an options consultation document will be considered by Full Council on 9th November. This consultation document covers issues such as how B&NES can respond to the JSP development requirements, the options for new housing at villages and the options for responding to growth in student accommodation. Unlike the JSP, the B&NES Local Plan is at the start of its preparation process but a key message is that there will be two separate but related consultations under way at the same time. It must be emphasized that the purpose of consultation document is to initiate discussion and there is no commitment to any of the options included.

The consultation period is the same as that for the JSP - from **22 November until 10 January, 2018.** A provisional arrangement for a staffed exhibition has been made for Keynsham on Monday 4th December from 3 pm to 8 pm in the Civic Centre.

The questions on the Local Plan were discussed and answered. Clerk to submit (ACTION Clerk).

The questions on the JSP were discussed and answered. Clerk to submit (ACTION Clerk).

13.2 EMAIL FROM THE PCAA REQUESTING COMMENTS ON THE BRISTOL AIRPORT "YOUR AIRPORT: YOUR VIEWS" CONSULTATION

13.2.1 COMMENTS ON THE CONSULTATION

The PCAA have given the following advice before considering the response:

"I cannot stress enough the importance that parishes do not comment on the scenarios put forward until detailed information of the scenarios is presented in the forthcoming Master Plan. The PCAA has requested detailed analysis of traffic, air transport movements and environmental impacts and of course impacts on settlements close by in order to make an evidence-based decision on the scenarios given. At the moment there is simply insufficient information to make an informed comment. If we provide a more detailed response I fear we will play into their hands and reduce our influence at the later, more important consultations.

It is essential that every parish submits their own response to Bristol Airport feedback consultation. Please use the PCAA response to help form your submission. Please include a comment on the following lines:

'The PCAA reserves the right to make an informed comment and comparison of the impacts of the scenarios when detailed information is given by the airport in order that our decision-making process is based on evidence'. "

Councillor CW is to draft a response for circulation to the other Councillors (ACTION CLLR CW).

13.2.2 COMMENTS ON THE PCAA RESPONSE TO THE CONSULTATION

"I would also appreciate comments on our response. Comments will be included and the document refined before submission. The PCAA deadline for comments is Friday 14 January in time for submission to Bristol Airport the following week. The deadline for the consultation is 26 January. The consultation is found at https://www.bristolairportfuture.com/ your response can be emailed to or you can email direct to future@bristolairport.com. "

Councillor CW is to draft a response for circulation to the other Councillors (ACTION CLLR CW).

13.3 EMAIL FROM B&NES COUNCIL ASKING FOR COMMENTS ON THE DRAFT RECOMMENDATIONS ON WARD BOUNDARIES

Comments can be made through the portal:

https://consultation.lgbce.org.uk/

The consultation ends on the 19th February 2018

The draft Recommendations report:

https://www.lgbce.org.uk/ data/assets/pdf file/0017/36521/Bath-and-North-East-Somerset-Draft-Recommendations-Report.pdf

It is recommended that Compton Dando becomes part of Saltford:

Saltford

In respect of this area, respondents argued that Saltford should not be combined with Keynsham but with the parishes of Corston, Compton Dando and Newton St Loe. We agree that this combination would reflect the character of the area and local community connections and propose it as part of our draft recommendations.

We consider that Compton Dando would be a more appropriate component of this ward than Kelston and North Stoke, as suggested by the Independents.

The draft Recommendations Map:

http://www.lgbce.org.uk/data/assets/pdf_file/0018/36360/BathandNorthEastSomerset_DraftRecommend_ations_Map1.pdf

Compton Dando Parish Council are happy with the recommendations. The Clerk will submit the response (ACTION CLERK).

13.4 EMAIL FROM PCAA ASKING FOR COMMENTS ON THEIR RESPONSE TO THE DRAFT JOINT TRANSPORT STUDY WHICH IS PART OF THE DRAFT JOINT SPATIAL PLAN

Any comments should be sent by 5 January 2018.

Councillor CW is to draft a response for circulation to the other Councillors.

13.5 EMAIL FROM PCAA ASKING FOR COMMENTS ON THEIR RESPONSE TO THE DRAFT JOINT TRANSPORT STUDY

This response relates in particular to paragraph 5.2 - Access to Bristol Airport and A38 Corridor.

Any comments should be sent by 5 January 2018.

Councillor CW is to draft a response for circulation to the other Councillors (ACTION CLLR CW).

13.5 EMAIL FROM PCAA ASKING FOR COMMENTS ON THEIR DRAFT RESPONSE TO THE PLANNING APPLICATION 7/P/5705/FUL MADE BY BRISTOL AIRPORT

17/P/5105/FUL - Land to the west of A3 adjacent to Bristol Airport Felton Wrington. Change of use from agricultural field to managed grassland as part of the airfield at Bristol Airport with removal of existing hedgerow, erection of a fence and re-grading of land.

The end of the consultation period is 5 January 2018, so any comments to be received by the PCAA before the New Year.

Councillor CW is to draft a response for circulation to the other Councillors (ACTION CLLR CW).

14. CORRESPONDENCE FOR INFORMATION

14.1EMAIL FROM RICHARD DAONE, TEAM MANAGER FOR PLANNING POLICY, OF B&NES COUNCIL PROVIDING A LINK TO THE FINAL ADOPTED PLACEMAKING PLAN

http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/placemaking-plan/adopted-placemaking-plan

Received and noted.

15. REPORTS

15.1PARISH HALL REPORT (APPENDED)

The Clerk reported that since receiving the Parish Hall report, photographs of the blocked screen had been submitted to B&NES Council.

15.2 VILLAGE UPDATES

15.2.1 It was reported that the water run-off from Manor Farm in Chewton Keynsham had been reported to B&NES Council. The Council had replied saying they were advising the owners on a course of action to help reduce the removal of the dressage surface during heavy rain and that they were not committing any unlawful action.

15.2.2 The Clerk reported that the drain at the bottom of Court Hill was still blocked despite recent work by B&NES Council. She also reported that the pot-holes marked for repair on Rankers Lane had yet to be filled in. Both items have been reported to B&NES Council by a resident.

15.2.3 The Parish Council wish to thank the Parish Hall Management Committee for all their hard work on the Risk Assessment.

The Parish Council would recommend that any regular hirers of the Parish Hall where children are involved in the activities, should have Disclosure and Barring Service (DBS) checks.

15.2.4 The Clerk reported that George Bottin has confirmed that the Two-Headed Man junction fingerpost restoration is on the list of works for the end of January.

15.3 PARISH-ONLINE ANNUAL MEETING 28TH NOVEMBER (APPENDED)

It was reported that this was a useful meeting.

15.4 RISK ASSESSMENT TRAINING BY THE CLERK ON 30 NOVEMBER (APPENDED)

15.5 KEYNSHAM AREA FORUM 30TH NOVEMBER

It was reported that a large amount of the meeting was allocated to discussion about the anti-social behaviour of the local youth and finding more money for the budget.

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

None.

DATE OF NEXT MEETING IS 16^{th} JANUARY 2018 AT 8.00PM IN COMPTON DANDO PARISH HALL THIS WILL BE PRECEDED BY A SOLE TRUSTEES MEETING AT 7.30PM

THE MEETING CLOSED AT 10.10 PM

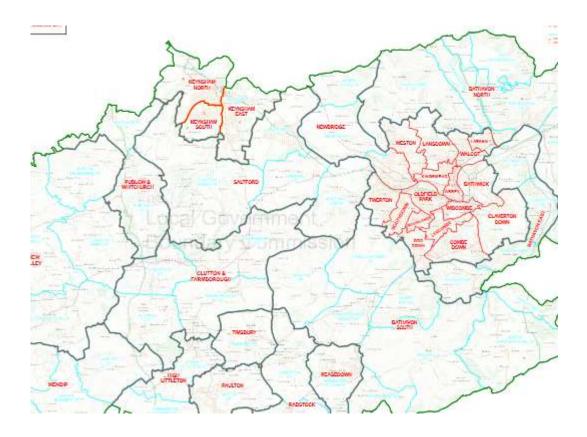
Minutes prepared by: Susan Smith (Clerk)			
Agreed as a correct record on				
Signed (Chairman)				
	Bank Reconciliati			
Meeting Date: 19/12/2017	Compton Dando Parish C	ouncii		
Prepared by: Clerk Susan Smith	Date:	11/12/2017		
Approved by : Chair	Date:	19/12/2017		
Bank Reconciliation Date:	29/11/2017			
Bank Balance at Date:	12,270.21			
Unpresented cheques	660.34			
Bank Balance less unpresented cheques	11609.87			
Cashbook Balance at Date	11609.87			
		Unpresented cheques		
	16/05/2017 Compton Dando Nomads Cricket Club (5001355		355	500.0
	18/10/2017	CDCA for Defibrillator maintenance/par 001	346	110.3
	21/11/2017	ALCA -Chairmanship Training	1347	50.0
		Unpresented cheques		660.3
Cheques to be paid				
	Description	Cheque No	Amount	
	LexisNexis (Arnold Baker Ref book)	001350	64.8	
	PCC St Mary's (wreath)	001376	17	
	Clerk's Salary & Expenses	001377	368.24	
	ALCA Risk Assessment training	001378	30	
	SLCC membership ALCC membership	001379 001380	100 30	
	Acon membership	001300	30	

B&NES CiL fund payment CK road sign 001381

1357.51

Financial Report									
From	01/04/2017	To	19/12/2017						
	Net	Budget	Variance	%Variance					
Clerk's Salary	3245.08	4133.20	-888.12	-21.49%					
Clerk's Expenses	36.08	64.26	-28.18	-43.85%					
Clerk's PAYE	0.00	0.00	0.00						
Audit Fees	300.00	367.20	-67.20	-18.30%					
Solicitor Fees	0.00	0.00	0.00						
Donation	91.95	25.50	66.45	260.59%					
Grants Given	1250.00	2040.00	-790.00	-38.73%					
Grass Cutting	800.00	816.00	-16.00	-1.96%					
Hall Hire	168.00	171.36	-3.36	-1.96%					
Hall Refurb	0.00	0.00	0.00						
ICO	0.00	35.70	-35.70	-100.00%					
Parish Hall Insurance	1037.68	1224.00	-186.32	-15.22%					
Memberships and Subs	86.00	267.24	-181.24	-67.82%					
Signs Notice boards	0.00	0.00	0.00						
Mobile Top Up	10.00	71.40	-61.40	-85.99%					
Postage	14.36	30.60	-16.24	-53.07%					
Office Supplies	62.22	40.80	21.42	52.50%					
Telephone Kiosks	47.58	102.00	-54.42	-53.35%					
Street Light Electricity	422.24	546.72	-124.48	-22.77%					
Street Light Maintenance	200.88	382.40	-181.52	-47.47%					
Training	128.00	306.00	-178.00	-58.17%					
Website	0.00	122.40	-122.40	-100.00%					
Parish Hall Expenses	0.00		0.00						

Draft Map of Recommendations for New Boundaries



Parish Hall Report

December 2017

There has been little activity in terms of management over the last month.

We are grateful to the Parish Council for taking on the decision making on the subject of a new front door approach ramp, as well as others with assistance over matters such as signage and debris clearance.

The flood watch rota that we arrange is working well in ensuring that the small trash grating in front of the hall is kept clear. However, the primary grating, a couple of hundred meters upstream in Simon Kinnersley's wood, is badly blocked again and we wonder whether the Parish Council could bring pressure to bear on B&NES to clear it. This is a good time to have this grating cleared as we have suffered the first heavy rain of the year and this has brought most of the summer's debris down to the grating.

John Dottridge

RISK ASSESSMENT (RA) TRAINING – 30TH NOVEMBER

It was recommended that:

- Cheques have 2 signatories
- Reconciliation of bank account this should be checked monthly by a councillor and cross referenced with the cheque book and bank statement. This needs to be done to be covered by insurance.
- Electronic banking should have dual control.
- Standing orders financial should be reviewed.
- Employment references, for at least 3 years, should be taken up for employees who handle money.
- Always keep insurance company updated with what you do.
- Should something go wrong, check with your insurance company for cover and advice.
- Do not do policy reviews at the AGM as they should be read carefully for insurance cover purposes. At the AGM just review that you have the policies.
- Risk assessments need to be done for individual items/events e.g. if you have more than one playground each one should have its own RA.
- The asset register needs to be reviewed annually so proof of ownership for any claims is straight forward.
- Contractors and hirers produce their own RA's but these need to be checked by PHMC/PC.
- Every attempt should be made to make something safe e.g. put a mat over cables don't just say 'be careful not to trip over the cables'.
- If you think something should be monitored on a weekly basis, state officially that this will be done 2-weekly or monthly, because if you miss a week you could be sued even if it wasn't the week in which the accident happened, as negligence can be shown to have occurred.
- Warning signs are not upholdable in a court of law.
- RAs can be carried out by competent volunteers.
- You don't need to review 'dormant' RAs on a regular basis.
- Do not change audit figures in the asset register but include a replacement value column.
- Need to re-value assets every 3 years and building values every 5-10 years.
- As Sole Trustees an 'Owners' RA is required and check annually to check it is fit for purpose.
- If the PC give a grant for something, the PC is not responsible for it but if the PC took on e.g. cutting a hedge on a regular basis then they become responsible for it and any insurance claims would be from the PC insurance.
- The internal audit should be sent to one other person than the RFO to help prevent fraud.
- The internal auditor needs their own indemnity insurance.

PARISH ON-LINE ANNUAL MEETING 28TH NOVEMBER 2017

To report Sewer Flooding to Wessex water 0345 600 4600
To report a Burst Water Main inside the Bath area: 0345 600 4600
To report a Burst Water Main outside the Bath area: 0800 801 011

Jim McEwen – Drainage and Flooding Team

Maintenance of the main rivers i.e. the Avon, Chew, Cam Brook and Wellow are the responsibility of BANES.

Ordinary watercourses i.e. ditches, streams and brooks, is the responsibility of the land owners.

The Environment Agency (EA) is responsible for the risk assessment and have gauges on quite a lot of rivers. There is one on the R. Chew just past Compton Bridge. This can be clicked on in Parish-Online which will display information via Gauge Map.

You can buy your own gauges.

The Flood Risk Maps are not completely accurate as they are based on computer modelling.

The EA uses flood zones 2 and 3 to factor in climate change into their assessment for planning purposes. Drainage nodes, manholes and gullies can be seen on Parish-Online – this provides the ID numbers to report any problems.

New Feature

You can build up a photographic asset register by adding photos of the asset to the relevant points on the map. Associated documents can also be attached.

Martin Laker update

A lot of data has been archived into the 2007 Local Plan Archive layer.

The replacement layer is called the Development Layer.

The 'spyglass' icon can be used e.g. to search for Green Belt or a postcode.

Under the Property Assets layer is the registered freehold land held by BANES. There is some information on private land ownership.

Parish-Online's User Association promotes good practice.

There are training tutorials available and the 'Dashboard' will list any news. A blog is being developed to show how to do things that have been requested by the users.

Bookmarks can now be created for regularly visited areas.

Bolt-ons are available for extra users, the access level of whom can be controlled.

There is a Public Map area to share your layers to.

Geoxphere is the company that has developed Parish-Online.

3D models of the maps are being developed using aerial photography. This will aid planning by showing shadows and sunlight throughout the day to help with planning decisions. It will also show what is visible from a building so decisions on a person's outlook can be made. This facility will be developed in stages.